

## DoD Space Planning Criteria for Health Facilities

### Logistics

#### **5.2.1. PURPOSE AND SCOPE:**

This section provides guidance for the space planning criteria for the logistics activities in DoD medical facilities. Logistics includes the acquisition, receipt, storage, quality control, accounting, stock control, property management, distribution, collection maintenance, and control of all medical and non-medical supplies and material in military health care facilities.

#### **5.2.2. DEFINITIONS:**

**Administrative Area:** Offices, waiting rooms, and special areas required by Logistics to engage in overall management of logistical operations of a health care facility and medical material support for installation and satellite activities.

**Biomedical Equipment Maintenance Service:** Location of maintenance and calibration shops where inspection, maintenance, repair, testing, overhaul and maintenance of equipment is performed. Specially designed rooms are included for testing and maintenance of audio sensitive equipment. Separate secure rooms are also provided for storage of items awaiting repair or issue and repair parts. A technical library should be provided where manuals, guides and resources can be maintained and utilized by personnel. When Logistics Support Building (LSB)/Warehouse is not contiguous with a health care facility, Satellite Biomedical Equipment Maintenance Service will be programmed in the health care facility.

**Bulk Material Service (BMS):** Provides space for receiving, inspection, storage, controlling, vaulted and caged areas, and issuing of bulk stocks of material and equipment to support projected requirements of the health care facility and satellite activities. Reserve and mobilization items require comparable environmental controls as specified for general storage. These items, other than those requiring rotation, may be stored in adequate warehouses on or off the installation. If adequate warehouse storage is not available, reserve and mobilization storage requirements may be projected within the Logistics Support Building (LSB). Storage computations in these cases will be based upon actual missions, programmed cubage, and required storage techniques. Special OSHA requirements for safety of personnel and necessary climate controls of temperature and humidity will be met.

**Cart Holding Area:** Provides space for pre-stocked supply and linen carts, including aisle space between carts to allow rapid movement of any cart in an emergency situation.

**Cart Receiving Area:** Provides space for checking and temporary holding of depleted carts returned from Health Care Points to be restocked.

**Central Processing and Distribution:** Consists of mobile shelving containing sufficient quantities of material (in units measure), including forms and office supplies to sustain operations within the health care facility between re-supply from Bulk Material Service. Also includes circulation area for movement of carts between shelves and restocking carts for use as back- up carts for emergency use or exchange cart service. May include areas for processing trash and re-usables and sanitation/ sterilization of medical supplies (Central Sterile Supply).

**Clean Linen Storage:** Area where clean linen is stored for issue. This area should be located close to the loading dock. The factors for sizing these areas convert the General Storage NSF to net cubic feet (NCF) assuming a 16' stacking height in general storage. The 0.0035 (Clean Linen Storage) allowance factor is calculated against the General Storage NCF. To simplify the process, the NCF conversion and allowance factors have been consolidated into a single decimal calculation. This area should be separate from Soiled Linen Storage.

## DoD Space Planning Criteria for Health Facilities

### Logistics

**Covered Dock:** Area where bulk material and equipment is delivered. Adjustable ramp (dock leveler) and special lighting for night loading/unloading operations will be provided on this dock. If logistics support building / warehouse is not contiguous with medical facility, program a separate dock at medical facility.

**Customer Service Area:** A dedicated area within Logistics Administration used for vendor, staff, and patient reception and inquiries. A desk and computer workstation should be provided to allow supply custodian research on supply items, logistics staff checks of vendor invoices/orders, and ordering/filling special patient needs for durable medical items, safety glasses, hearing aid batteries, etc as prescribed by a provider.

**Dirty or Soiled Linen Storage:** Area where soiled linen is stored in carts for shipment to the laundry. This area should be located close to the loading dock. The factors for sizing these areas include the number of carts anticipated and aisle space between carts to allow rapid movement. This area should be separate from Clean Linen Storage. Army facilities will also require a washer and dryer hookup.

**General Storage Area:** Consists of shelving, bins, carousels and pallets for storage of bulk material not requiring special handling and control. Adequate aisle space is included to provide movement of material handling equipment. Use of movable and prefabricated refrigerator and/or freezer systems provides maximum flexibility in use of storage space. Controlled Room Temperature maintained thermostatically between 15 and 39 degrees centigrade (59 and 86 degrees Fahrenheit) and relative humidity storage are required for drugs and other designated medical material. Refrigerator and/or freezer systems will consist of separate units collocated and connected separately to emergency power and alarm system. Lighting levels should be maintained at levels adequate for a 24-hour operational work environment. NSF allowance assumes that the warehouse will have a 12-foot stacking height. The aisle width in this area is to conform to the standard 25-foot forklift aisle.

**Health Care Point:** Area within using activity where supplies in unit of measure form are delivered and retained for use, preferably centrally located. If point of use systems are utilized, ensure space and utilities are adequate to support these systems.

**Housekeeping Storage:** Area for storing equipment and supplies used by custodial personnel and recharging equipment.

**Linen Storage and Cart Restocking Area:** Area within Central Processing and Distribution with carousels and mobile bins for storage of adequate stocks of clean linen, circulation area for movement of carts between bins and carousels and restocking carts for subsequent use. NFPA requirements for a 2-hour rated enclosure with a fire sprinkler system and linen security will be met.

**Locker, Lounges, Toilets, and Showers:** Area for toilet, shower, and locker space for personnel in clean area of Material Services, Biomedical Equipment Maintenance, Housekeeping and Plant Maintenance Services to change and store clothing plus adequate space and equipment in lounge for use as conference room. Separate lounge and conference areas will be delineated concurrent with labor union requirements. Contracted maintenance personnel may also have a need for a separate locker and shower area.

**Material Breakdown Area:** Area where packages of material are broken down to unit of measure quantities. This area needs to be sufficiently segregated from the general storage area to preclude overflow of storage into this area. The size of this area is determined by the quantity of supplies received.

**Material Distribution Service:** Area where stocked carts are queued, controlled, and scheduled for delivery to designated Health Care Points, with the use of radios. Equipment that is usually required for temporary use is maintained and delivered by Material Distribution Service to Health Care Points on a recurring and on an as-required basis. Special delivery is provided by Linen and Housekeeping (may or may not be part of Material). Center for small quantities of material required in an emergency situation Collection of soiled

## DoD Space Planning Criteria for Health Facilities

### Logistics

material and waste is accomplished by Material Distribution Center. This area will have direct access to service corridors and is contiguous to Cart Holding area. Typically, Pharmacy, Food Service and Central Sterile supply are performed by the owning service and not by Logistics.

**Material Distribution Service Supervisor Office:** Administrative space for manager of Material Distribution Service equipped for direct communication with each Health Care Point. This office is located adjacent to Cart Queuing and Dispatch Area and convenient to other elements of Material Distribution Service.

**Plant Maintenance Service:** Location of maintenance shops for support of all facilities maintenance with supporting administrative offices. It typically also includes parts storage, equipment storage, reference areas, flat file storage, CADD areas and locker facilities.

**Service Dock:** Area where bulk material and equipment is delivered. Adjustable ramp (dock leveler) and special lighting for night loading/unloading operations will be provided on this dock. If logistics support building / warehouse is not contiguous with medical facility, program a separate dock at medical facility. The service dock must have two clearly defined areas: one for clean and one for soiled dock requirements. These two areas cannot overlap.

**Receiving and Processing Area:** Provides space where detailed inspection of quantity and quality of material and equipment is accomplished, appropriate receiving reports are completed, and all items are sorted for delivery to appropriate storage location. This area is also where large equipment boxes and packing material are broken down and where large boxes of multiple items are divided into smaller quantities for placement on shelves.

**Special Storage Area:** Consists of all space required to store special portable equipment, secure areas, and properly ventilated space for soiled linen and trash. Includes specially constructed vaults for storage of controlled substances, including reserve and mobilization stocks, rooms for proper security and storage of sensitive items, separate storage of flammable anesthetics, oxidizing gases, acids, hazardous agents, and equipment awaiting disposition. The vaults will be constructed of reinforced concrete, or reinforced concrete masonry units, and also include intrusion devices as prescribed by the National Standards. Vault and caged areas need to be allocated within the Bulk Material Storage (BMS) for controlled and sensitive items. An emergency eyewash, shower, and drain will be adjacent to areas where volatile liquids and other chemicals are stored. Flammable storage room will include explosion-proof lighting and switches, exhaust fan and consist of a ramp over a raised doorsill to preclude spread of flaming liquids in case of explosion. A separate storage room will be provided for flammables and one for oxidizing agents.

**Uniform Services:** Areas where clean duty uniforms are stored on clothing rack and issued on an individual pick-up service basis. Repair of linens and garments may be accomplished in this area.

## DoD Space Planning Criteria for Health Facilities

### Logistics

#### **5.2.3 POLICIES:**

**Type of Delivery System:** The type of delivery system must be determined when planning space requirements. The categories of material delivery system are: (1) automated cart vertical lift; (2) automated cart vertical lift with horizontal movement; (3) automated vertical lift box conveyor; (4) automated vertical lift and horizontal movement box conveyor; (5) pneumatic chutes; and (6) manual transporters. The size and number of carts and number of personnel required will be determined in part by the type of delivery system to be implemented. Each facility and/or Medical Department must estimate the number of carts per unit based upon the proposed concept of operation (See Section 4.B). Automated cart delivery system will be justified on a cost/benefit basis. Dedicated single item delivery systems for rapid support for special items should be considered, (e.g., Pharmacy to Health Care Points). All entry/exit stations of automatic part systems for clean material must be in separate locations from soiled material access points. A backup mode of manual material handling must be available in the event of a breakdown in any automated component.

**Trash and Soiled Linen Removal Systems:** The method of transporting waste material and soiled linens from Health Care Points to appropriate central collection areas must be determined. Use of separate automated systems should be considered in transport of trash directly to bulk trash containers and linens directly to soiled linen rooms and must be justified on a cost/benefit basis. Access doors to these automated systems should be located in the Soiled Material Areas of Health Care Points. A manual soiled cart system will be used in all medical facilities where automated systems are not feasible. In this case, a trash compactor may be located in one Soiled Material Area on each floor to reduce the bulk of waste moved through the medical facility.

Medical material and the aforementioned services will be housed in a Logistics Support Building (LSB), which is less costly to construct than a medical facility, but contiguous to the medical facility to conserve personnel and funds. The logistics support building / warehouse must be architecturally compatible with the main facility. When a logistics support building / warehouse cannot be located contiguous to the medical facility, it will be necessary to include Central Processing and Distribution, Cart Holding and Receiving areas, and Satellite Housekeeping, Plant Maintenance, and Biomedical Equipment Maintenance Service areas in the medical facility. The Material Distribution Center, Cart Queuing, and Dispatch will always be in the medical facility.

**Contractor's Lounge:** Requirement for union contractors varies widely and need to be determined at each facility. The justification for the size of the lounge should be based on volume of work contracted at each facility.

#### **5.2.4. PROGRAM DATA REQUIRED:**

##### **A. Programmed Facility Data**

The Number of Beds in:

Main Facility

Satellites

The Number of Outpatient Visits in:

Main Facility

Satellites

The Staffing Summary

The area required for one year's worth of material branch files/record storage.

The area required for one year's worth of property management branch files/record storage.

Verify current area and quantity of items on hold for suspended recalled material pending disposition instructions.

## DoD Space Planning Criteria for Health Facilities

### Logistics

#### Programming Calculations for Material Restocking System

##### **B. Cart Requirements:**

<b>Function</b>	<b># of Units</b>	<b>x Carts/ Units</b>	<b>= Number of Carts</b>
Nursing Units	_____	_____	_____
Intensive Care Unit	_____	_____	_____
Labor & Delivery	_____	_____	_____
Surgical Suite	_____	_____	_____
Case Cart? – Yes/No			
Emergency Rooms	_____	_____	_____
Treatment Areas	_____	_____	_____
(Cast Room, Trauma Room, OB/GYN Room, etc. All treatment cubicles equal 1 treatment Area)	_____	_____	_____
Ancillary Services (Radiology, Pharmacy, Lab, etc.)	_____	_____	_____
Clinics	_____	_____	_____
Totals			
(number of carts will be doubled for exchange cart system)	_____	_____	_____
Totals x 2 for Exchange Cart System			
Point of Use Cabinets and Carts	_____	_____	_____
Totals			

##### **C. Transportation Work load:**

**Function**  
 Material Distribution Center \_\_\_\_\_  
 Pharmacy \_\_\_\_\_  
 Food Service \_\_\_\_\_  
 Central Sterile Supply \_\_\_\_\_  
 TOTAL \_\_\_\_\_

**Par-level distribution systems:** Par-level distribution systems require that areas be restocked based on use volumes and as such do not require additional carts beyond those required on each Unit. The impact of par-level requires additional carts at the point of distribution and not at the point of use.

**Point of use system and cart requirements:** Point of Use systems will require par level by the log tech determined on use volumes. Additional carts may be required based on the items stocked in the point of use systems and units available. Additional carts may be required based on quantities of floor stock items required by the user.

## DoD Space Planning Criteria for Health Facilities

### Logistics

FUNCTION	Room Code	AUTHORIZED		PLANNING RANGE/COMMENTS
		m <sup>2</sup>	nsf	

#### **5.2.5. SPACE CRITERIA:**

#### **ADMINISTRATIVE AREAS; MATERIAL BRANCH / PURCHASING / PROPERTY MANAGEMENT BRANCH / MEDICAL EQUIPMENT MANAGEMENT OFFICE**

Logistics Director	OFA01	11.15	120	Private office/standard furniture. One per FTE.
	OFA02			Private office/system furniture
Secretary, Visitor Waiting	SEC01	11.15	120	One per projected FTE
Material Staff Officer	OFA01	11.15	120	One per projected FTE
	OFA02			
NCOIC/LCPO/LPO/SMT Office	OFA01	11.15	120	One per administrative area.
	OFA02			
Safety Officer	OFA01	11.15	120	Minimum if projected FTE, add 60 nsf per projected FTE over two
	OFA02			
Physical Security Office	OFA01	11.15	120	Minimum if projected FTE, add 60 nsf per projected FTE over two
	OFA02			
Administrative Cubicle	OFA03	5.57	60	60 nsf per projected FTE requiring a dedicated cubicle.
Conference Room/Library	CRA01	18.58	200	Minimum. See section 2.1 for sizing.
Copy Room	RPR01	7.43	80	One per administrative area.
Customer Service Area	OFA03	5.57	60	Customer research area.
Computer Room (DMLSS)	CMP02	5.57	60	This room holds dedicated logistical computer systems, but can be deleted if a mainframe for Logistics is located within Information Systems
File Room	FILE1	9.29	100	One per administrative area.
Staff Lounge (GP)	SL001	13.01	140	Minimum. See Section 6.1 for increase in size
Personal Property Lockers (GP)	LR001	1.86	20	Minimum. For staff without a dedicated office/cubicle space. See Section 6.1 for increase in size or for Changing Locker Room criteria.
Staff Toilet (GP)	TLTU1	4.65	50	Minimum for total clinic staff of at least ten. See Section 6.1 for increase in size and for male/female breakdown.

## DoD Space Planning Criteria for Health Facilities

### Logistics

FUNCTION	Room Code	AUTHORIZED		PLANNING RANGE/COMMENTS
		m <sup>2</sup>	nsf	

#### RECEIVING/GENERAL STORAGE

Warehouse Supervisor	OFA01	11.15	120	Provide within a medical facility. Clinical facilities may not require the space. Based on approved personnel.
Staff Toilet	TLTU1	4.65	50	One per Receiving/General Storage Area.
Food Service Loading Dock	DOCK1	10.22	110	Provide two separate areas: one for clean and one for soiled requirements.
Clinic Loading Dock	DOCK1	10.22	110	One loading dock bay. One per clinic less than 80,000 GSF. One additional dock for clinics greater than 100,000.
Hospitals and Medical Centers	DOCK1			See below. Provide two separate areas: one for clean and one for soiled requirements.
Receiving/Processing	MMRP1	37.17	400	Minimum nsf, maximum 1,800 nsf. 0.25 nsf per 1,000 nsf of space in medical material general storage.
Medical Material General Storage	MMGS1			Compute based on the following formula: nsf = (20 x beds) + (0.035 x annual outpatient visits). This space represents total net storage requirement and should not be reduced during grossing. NSF allowance assumes a 12-foot stack height. Area will decrease proportionally for areas with higher stacking heights and increase proportionally for areas with lower stacking heights. A separate study is required for areas that will use an electronic retrieval system.
Equipment Storage	SRE01	18.58	200	Minimum. Add 10 nsf of area for every 1000 nsf of general storage over 5,000.
Equipment Holding	SRE01	18.58	200	Minimum. Incoming equipment waiting for calibration/check-in or Outgoing equipment waiting for disposition. Add 10 nsf of area for every 1000 nsf of general storage over 5,000.
Caged Storage	SSC01	3.72	40	Minimum. General Storage Total nsf x 0.025. Space should be in a caged area.
Vault Storage	SSV01	3.72	40	Minimum. Increase based on mission, location.

## DoD Space Planning Criteria for Health Facilities

### Logistics

FUNCTION	Room Code	AUTHORIZED		PLANNING RANGE/COMMENTS
		m <sup>2</sup>	nsf	
Refrigerator Storage	SRR01	9.29	100	Walk-in
	SRR02	7.43	80	Minimum, Stand-alone. Increase based on mission, location
Freezer Storage	SRF01	9.29	100	Walk-in
	SRF02	7.43	80	Minimum, Stand-alone. Increase based on mission, location
Hazardous Materials Storage	SRHM1	10.22	110	Minimum. If logistics support building / warehouse is not contiguous with the medical facility, program satellite flammable/hazardous storage within medical facility.
Acid Storage	SRHM1	4.65	50	Minimum within med. Facility. Size based on a study of the actual need of the facility.
Exterior Gas Cylinder Storage	SRGC1	18.58	200	Two enclosures (one for full cylinders and one for empty cylinders) at 100 nsf each, min. Maximum 600 NSF. 1 nsf per bed + .0025 nsf x annual outpatient visits.
Storage and assembly area for aircraft first aid kits	SRS01	3.72	40	Minimum. 20 nsf per 100 kits maintained (verify if mission assigned).
Holding area for suspended recalled material pending disposition instructions	SRS01	9.29	100	Minimum. One per logistics area, verify if mission assigned. Look at current area and quantity of items on hold.

<b>DOCKS</b>	<b>Verify the need for lift capability and program and build into loading dock area.</b>	
<b>Number of loading docks for Hospitals and Medical Centers</b>	<b>MATERIAL SUPPLIES</b>	<b>FOOD SERVICE</b>
Less than 100 beds	1	1
100-200 beds	1	1
201-300 beds	2	1
Greater than 300 beds	3	1



## DoD Space Planning Criteria for Health Facilities

### Logistics

FUNCTION	Room Code	AUTHORIZED		PLANNING RANGE/COMMENTS
		m <sup>2</sup>	nsf	

#### SATELLITE RECEIVING/STORAGE/BMET

Satellite Receiving/Sorting	MMRP1	9.29	100	Minimum if logistics support building / warehouse is not contiguous to the health care facility.
Satellite Secure Storage	SSC01	3.72	40	Minimum. If logistics support building / warehouse is not contiguous with the medical facility, program satellite security at 20 nsf per 150 beds within med. Facility + .005 nsf x annual outpatient visits. In addition to Secure Storage above.
Satellite Equipment Storage	SRSE1	18.58	200	If logistics support building / warehouse is not contiguous with the facility, program satellite storage equipment within health care facility.
Hazardous Materials Storage	SRHM1	10.22	110	Minimum. If logistics support building / warehouse is not contiguous with the medical facility, program satellite flammable/hazardous storage within medical facility.
Exterior Gas Cylinder Storage	SRGC1	18.58	200	Two enclosures (one for full cylinders and one for empty cylinders) at 100 nsf each, min. Maximum 600 NSF. 1 nsf per bed + .0025 nsf x annual outpatient visits.
Workstation	BMWS1	9.29	150	Within medical facility.
Storage	SRS01	9.29	100	Within medical facility.
Equipment Holding Area	SRSE1	9.29	100	Within medical facility.
Staff Lockers (GP)	LR001	1.86	20	Lockers for personal property. See Section 6.1 for increase in size or for Locker Room, Changing criteria.
Staff Toilets (GP)	TLTU1	4.65	50	Minimum for total staff of at least 10. See Section 6.1 for increase in size and for male/female breakdown.

#### BIOMEDICAL EQUIPMENT MAINTENANCE SERVICE

Biomedical Officer	OFA01	11.15	120	One per projected FTE
	OFA02			
NCOIC/LCPO/LPO Office	OFA01	11.15	120	One per projected FTE.
	OFA02			
Administrative Cubicles	OFA03	5.57	60	Provide one per projected FTE requiring a dedicated cubicle.
File	FILE1	5.57	60	For up to 200-bed facility. Add 5 nsf per 100 beds over 200. Where regional responsibilities exist, include beds for satellite activities in computing

## DoD Space Planning Criteria for Health Facilities

### Logistics

FUNCTION	Room Code	AUTHORIZED		PLANNING RANGE/COMMENTS
		m <sup>2</sup>	nsf	
				space.
Reference Library	LIBB1	3.72	40	Minimum. Provide 10 nsf per technician up to a maximum of 160 nsf.
Biomedical Maintenance Shop	BMCW1	13.94	150	Minimum. Provide 150 total nsf per technician
Parts Room	SRPS1	7.43	80	Minimum. Provide 25 nsf per technician up to a maximum of 200 nsf
Equipment Holding Area	SRE01	18.58	60	Minimum, or 15 nsf per technician maximum of 200 nsf. Equipment waiting for parts

## DoD Space Planning Criteria for Health Facilities

### Logistics

FUNCTION	Room Code	AUTHORIZED		PLANNING RANGE/COMMENTS
		m <sup>2</sup>	nsf	
Electronics Repair/ Calibration Room	BMER1	13.00	140	Minimum. Add an additional 80 nsf per additional 100 beds over 200 beds. Plus .002 nsf x annual outpatient visits. Where regional responsibilities exist, include beds for satellite activities in computing space required. Space not required for facilities with 3 or less technicians authorized.
Equipment Receiving Area	BMRA1	12.08	130	Provide for facilities with at least 200 beds. Add 25 nsf per additional 100 beds over 200 beds. Where regional responsibilities exist, include beds for satellite activities in computing space required.

#### **LINEN CONTROL**

Office Space	OFA03	5.57	60	Minimum for hospital or medical center. 60 nsf per additional authorized employee.
Clean Carts Storage	LCCL1	3.72	40	Minimum. 10 nsf times 25% of total linen carts. Space may not be needed in a clinic with no CPD. Clinical settings may only need a clean linen room and a dirty linen room.
Clean Linen Storage	LCCL1	9.29	100	Minimum: nsf = 0.056 x general storage nsf
Seamstress Work Aea	LCS01	9.29	100	Minimum – 100 nsf per seamstress where authorized.
Seamstress Storage	SRS01	9.29	100	Max.
Central Soiled Linen	LCSL1	9.29	100	Minimum: nsf = 0.024 x general storage NSF
Uniform Distribution Conveyor	LCUC1	11.15	120	Minimum. Add 0.5 nsf per bed over 120, maximum 360 nsf. A separate study is required for areas that will use rack storage or an electronic conveyor storage system.
Uniform Distribution Workstation	OFA03	5.57	60	One per projected FTE
Linen Folding Area	LCFA1	9.29	100	Minimum
		13.94	150	100-200 beds
		18.58	200	201-300 beds
		27.88	300	300+ beds
Uniform Distribution	LCCL1	11.15	120	One if a Medical Center, Hospital or Ambulatory Health Care Center.

## DoD Space Planning Criteria for Health Facilities

### Logistics

FUNCTION	Room Code	AUTHORIZED		PLANNING RANGE/COMMENTS
		m <sup>2</sup>	nsf	

#### CENTRAL PROCESSING AND DISTRIBUTION

Supervisor Office Space	OFA01	11.15	120	One per projected FTE
	OFA02			
Cart Holding Area	MMCR1	0.93	10	40% of total carts used for material distribution plus 4 spaces for emergency carts times 10 nsf per cart.
Cart Receiving/ Sorting Area	MMCR1	0.93	10	5% of total carts used for material distribution times 10 nsf per cart.
Material Storage and Cart Restocking Area	MMCR2	0.93	10	2% of total carts used for material times 10 nsf per cart.
Storage	MMGS1	9.29	100	May increase based on concept of operations.

#### AUTOMATED MATERIAL DISTRIBUTION CENTER

Supervisor and Control Panel	OFA01	11.15	120	Minimum .60 nsf for each additional authorized employee.
	OFA02			
Cart Queuing and Dispatch Area	MMCR1	.93	10	Times 5% of total carts in the distribution system (Pharmacy, Food Service, and Central Sterile supply carts included if not on dedicated system).
Trash Collection Room	UTC01	18.58	120	Minimum. Plus 1 nsf per bed over 200.

#### FACILITY MANAGEMENT

Facility Manager's Office	OFA01	11.15	120	One per department.
	OFA02			
Private Office	OFA01 OFA02	11.15	120	One per projected FTE requiring a private office.
Reception/Work Order Area	RECP1	11.15	120	Minimum
Administrative/ Engineering Technician Cubicle	OFA03	5.57	60	One per projected FTE requiring a dedicated cubicle.
CADD Room	OFA01	5.57	60	Per CAD workstation, plus 40 nsf for plotter.
	OFA02			
File Storage Room	FILE1	11.15	120	Minimum. Add an additional 80 nsf for facilities over 100 beds.
Key / Access Control / ID Badge Photo Area	KEY01	11.15	100	Allow 80 nsf for workstation area, plus 20 nsf for storage. Add an additional 50 nsf for facilities over 100 beds..
Central Alarm / Security	COM03	11.15	120	Includes security monitoring video system, alarms for medical gas, elevators, fire control system, HVAC, etc. For facilities less than 100,000 gsf.

## DoD Space Planning Criteria for Health Facilities

### Logistics

FUNCTION	Room Code	AUTHORIZED		PLANNING RANGE/COMMENTS
		m <sup>2</sup>	nsf	
		18.58	200	For facilities between 100,000 and 400,000 gsf.
		37.16	400	For facilities greater than 400,000 gsf.
Satellite Alarm / Security	COM03	11.15	120	For facilities more than 250,000 gsf.
Plant Maintenance Control Center	PMCC1	11.15	120	Minimum. Increase 5 nsf for each 10,000 gsf of building over 100,000 gsf. Includes controls for central plant and HVAC.
Staff Lounge (GP)	SL001	13.01	140	Minimum. See Section 6.1 for increase in size
Staff Toilets (GP)	TLTU1	4.65	50	Minimum for total clinic staff of at least 10. See Section 6.1 for increase in size and for male/female breakdown.

<b>PLANT MAINTENANCE / O&amp;M CONTRACTOR</b>	<b>For facilities with in-house maintenance staff</b>
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Plant Maintenance Director	OFA01	11.15	120	Provide one if there is a projected FTE or contract for in-house maintenance
	OFA02			
Files & Record Space	FILE1	9.29	100	
Administrative Office Area	OFA03	5.57	60	Minimum, add 60 nsf for each additional administrative contract employee.
General Workstation Area w/tools and benches	PMWS1	11.15	150	For the first five maintenance technicians. Add 40 nsf for each additional person above five.
Common Work Area	PMCW1	18.58	200	Minimum. Provide additional 1 nsf per bed. Open floor area for repair usage. Maximum 400 nsf
Hazardous Material Storage	SRHM1	8.36	90	For facilities up to 200 beds and clinics up to 80,000 gsf.
		10.68	115	For facilities up to 300 beds and clinics greater than 80,000 gsf. Add 25 nsf for each additional 100 beds over 300.

## DoD Space Planning Criteria for Health Facilities

### Logistics

FUNCTION	Room Code	AUTHORIZED		PLANNING RANGE/COMMENTS
		m <sup>2</sup>	nsf	
Bench Stock Storage	MMGS1	14.869	160	For clinics. Add 40 nsf for clinics over 80,000 gsf.
		29.73	320	For AHCC's/small hospitals.
		44.95	480	For medical centers.
Repair Parts Room	SRPS1	22.30	240	For facilities up to 100 beds, or for clinics up to 80,000 gsf.
		33.44	360	For facilities up to 200 beds, or clinics greater than 80,000 gsf.
		44.61	480	For facilities up to 300 beds. Add 120 nsf for each additional 100 beds.
Equipment Receiving	SRSE1	18.58	100	Minimum, facilities up to 100 beds and clinics
		18.58	200	For facilities over 100 beds.
Paint Preparation/Clean-up	JANC1	3.72	40	One per facility, may increase to 120 nsf for medical centers
Grounds Maintenance Office	OFA01	11.15	120	Provide one if grounds maintenance performed by in-house staff. This includes file storage for pesticide / herbicide / fertilizer usage.
	OFA02			
Grounds Maintenance Storage	SRSE1	9.29	100	This area to be used only for facilities that contract ground maintenance services. For in-house services: see below.
		18.58	200	For facilities up to 50 beds.
		27.87	300	For facilities over 50 beds.
Staff Toilets (GP)	TLTU1	4.65	50	Minimum for total clinic staff of at least 10. See Section 6.1 for increase in size and for male/female breakdown.

## DoD Space Planning Criteria for Health Facilities

### Logistics

FUNCTION	Room Code	AUTHORIZED		PLANNING RANGE/COMMENTS
		m <sup>2</sup>	nsf	

#### HOUSEKEEPING SERVICES

Private Office	OFA01	11.15	120	Verify specific contract requirements with facility supervisor. Justification based on how the work is contracted.
	OFA02			
Administrative Cubicles	OFA03	5.57	60	Verify specific contract requirements with facility supervisor. Justification based on how the work is contracted.
Equipment and Supplies Storage	SRSE1	11.15	120	Up to 100,000 gsf.
		22.30	240	Between 100,000 and 250,000.
		44.59	480	Over 250,000 gsf.
Equipment Charging Room	SRCH1	16.72	180	Program within the main medical facility.
Contractor's Lounge	SL001	13.01	140	Verify specific contract requirements with facility supervisor. Justification based on how the work is contracted.
Contractor's Storage	SRSE1	9.29	100	Verify specific contract requirements with facility supervisor. Justification based on how the work is contracted.
Staff Lockers (GP)	LR001	1.86	20	Lockers for personal property. See Section 6.1 for increase in size or for Locker Room, Changing criteria.

#### OPTICAL FABRICATION SERVICES (OPTIONAL)

Chief	OFA01	9.29	100	
	OFA02			
Clerks	OFA03	5.57	60	One per projected FTE.
Work Space	BMCW1	9.29	100	One per authorized optical technician.
Parts Storage Room	SRPS1	9.29	100	

**Bulk War Reserve Material Storage:** This is only for facilities that have a dedicated War Reserve Material mission. This space does not have to be in the MTF. All or a portion of the building may require environmental controls.

NSF =  $\frac{\text{Total Cube} \times 1.3 \times 2}{\text{Stacking Height}}$

Forklift aisle width: 25-feet.